

RN Training Checklist:

Complete each step.

- ☐ Review "Approved Protocol for RN Delegation of Insulin to Unlicensed Assistive Personnel" <http://doh.sd.gov/boards/nursing/PDF/RNtoUAPInsulinDelegationProtocol.pdf> (see page 19)
- ☐ Determine which unlicensed individuals will administer insulin and perform the other diabetes care tasks as delegated and supervised by the RN. These individuals must accept responsibility to complete the UDA training and the requirements to become registered as a UDA.
- ☐ Request to have both the RN Train-the-Trainer course and the UDA booklets for the individuals you will be training to be sent to you. Submit your request to Ashley.Kroger@state.sd.us
- ☐ Complete the South Dakota Board of Nursing's RN Train-the-Trainer course. This will include completing the UDA training course. It is important for the RN to be able to answer all questions the UDA student may have about the UDA content.
- ☐ After you have completed the RN Train-the-Trainer course, email Linda.Young@state.sd.us to have an online evaluation/survey sent to you. After completion of the evaluation/survey a certificate of completion will be emailed to you for your records.
- ☐ Contact pharmaceutical company representatives (see page 24-26) to obtain practice materials for skills training, as applicable to your practice setting. Familiarize yourself with supplies and online references.
- ☐ Conduct the 5-hour UDA training using the booklet/modules and videos sent to you.
- ☐ After the individual has completed the modules, complete the 5-hour skills training and competency validation using the approved checklist: <http://doh.sd.gov/boards/nursing/PDF/UDASkillsChecklist.pdf>. Maintain the checklist in your employee files.
- ☐ Once the individual has successfully completed the entire 10-hour UDA training and has been validated as competent, direct him/her to complete the *Application of Initial UDA Registration*, <http://doh.sd.gov/boards/nursing/documents/UDAInitialApandInstructions032016.pdf>

After the completed application is received at the Board office the identified proctor, (<http://doh.sd.gov/boards/nursing/Proctors.aspx>, will be provided instructions for the online exam. The proctor will then arrange a time to administer the exam to the applicant. Following completion of the exam the applicant will be emailed the results of their exam. Upon passing, the applicant will be placed on the UDA registry.
- ☐ Verify the UDAs registry status at: <https://www.sduap.org/> Once the individual is listed on the registry you may delegate insulin administration to him/her using the Protocol, <http://doh.sd.gov/boards/nursing/PDF/RNtoUAPInsulinDelegationProtocol.pdf>.
- ☐ Revalidate competency of the UDA at least annually using the approved skills checklist, <http://doh.sd.gov/boards/nursing/PDF/UDASkillsChecklist.pdf>. (The UDA is responsible to renew their registration biennially.)